

Truro Board of Selectmen
Meeting Minutes – February 11, 2014
Truro Town Hall, 5:00pm

Members Present: Jay Coburn-Chair-*Absent*, Breon Dunigan-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, Paul Wisotzky
Others Present: Town Administrator Rex Peterson, Assistant Town Administrator Charleen Greenhalgh

Chair Breon Dunigan called the meeting to order at 5:00 p.m.

Review and approval of Minutes- January 14, 2014

Weinstein moved to accept the January 14th, 2014¹ minutes as printed. Wisotzky seconded the motion. So voted unanimously 4-0.

Review and approval of Minutes- January 27th, 2014

Dunigan stated that the review and approval of the January 27th meeting minutes (Budget Task Force) will be postponed.

Review and approval of Minutes- January 28, 2014 –Regular meeting minutes

Wisotzky moved to approve the January 28th, 2014² meeting minutes as printed. Weinstein seconded the motion. So voted unanimously 4-0.

Review and approval of Minutes- February 3rd, 2014

Dunigan stated that the review and approval of the February 3rd meeting minutes (Budget Task Force) will be postponed.

Review and approval of Minutes- January 14th, 2014³ –Executive Session Minutes

It was decided to postpone the review and approval of the January 14th meeting minutes (Executive Session).

Review and approval of Minutes- January 28th, 2014 –Executive Session Minutes

Weinstein move to accept and hold the Executive Session meeting minutes of January 28th⁴, 2014 as printed. Wisotzky seconded the motion. So voted unanimously 4-0.

Public Comment Period

Worthington announced that the Truro Beach Commission is holding a contest for art work that will appear on the 2014 Beach Sticker. The contest is open to Truro residents, with no fee charged to enter the contest and prizes will be awarded; more information is available on the Town website.

Charleen Greenhalgh announced that February 18th will be a Zoning Amendment Public Hearing on the Flood Maps at 6pm in the Selectmen's meeting room.

Dunigan announced that the item for Executive Session having to do with Collective Bargaining will be postponed until February 25th.

Application to serve- Parker Small , Charter Review Committee

Dunigan stated that Parker Small chose to remain as a member of the Charter Review Committee.

Wisotzky moved to approve the appointment of Parker Small to the Charter Review Committee⁵.

Weinstein seconded the motion. So voted unanimously 4-0.

Renewal of Temporary borrowing note for a new Fire engine

Cindy Slade, Town Treasurer, came before the Board of Selectmen to request their approval of the temporary note for the Fire Engine Urban⁶. The original note was approved February 20, 2013 and it was for one year. She added that she is asking again for a renewal of one year. She explained that the bids went out for \$300K for 365 days with three banks bidding and Cape Cod Five getting the bid due their bid being in first at .05%. She stated that she respectfully requests approval of the sale of the note to Cape Cod Five Cents Savings bank. **Dunigan asked for a motion to approve the bid of Cape Cod Five Cents Savings Bank for the loan for the Fire Engine. Wisotzky so moved the motion.**

Weinstein seconded the motion. So voted unanimously 4-0.

Review contract for IT Services with Barnstable County, authorize Chair to sign

David Wennerberg, IT Director, stated that there is a contract before the Board of Selectmen for additional assistance for IT related issues from Barnstable County⁷. He added that it would enable assistance one-two days a week. The contract before them goes through the end of June. Mr. Peterson added that the contract allows for a daily rate of \$404.84. Mr. Peterson explained that there will be an Article at Town Meeting allowing for Free Cash to fund the contract through July, and then the cost (\$4K a month) will be added to the IT Budget to cover 10 days of assistance a month. He further explained the full extent of the assistance that they will be providing.

Weinstein asked about the rate with respect to emergency services and whether Mr. Wennerberg was satisfied with the speed in which Barnstable County can respond to emergencies. Mr. Wennerberg commented that there are varying kinds of emergencies in which they would receive a \$100.00 extra dollars a day. Weinstein asked Mr. Wennerberg if he was confident with the system and that Truro's confidential information would be protected. Mr. Wennerberg responded that the County is signing off on that as well.

Worthington added that it sounded great and hoped that it relieved the work for Mr. Wennerberg.

Dunigan asked for an approval of the services from Barnstable County and authorize the Board of Selectmen to sign the agreement. Worthington so moved. Wisotzky seconded the motion. So voted unanimously 4-0.

Public Hearing- Pole Hearing, 53 Depot Rd

Dunigan read the Public Hearing notice into the record for a new electrical pole service at 53 Depot Rd. Karen Corriall, NSTAR, explained that she was here to petition the Board of Selectmen for approval for a new pole to service #53 Depot Rd⁸. She added that she has spoken to one of the abutters and assured them that there will be no property crossing and the electrician stated that the pole is going to be at the customer's driveway and it is for new service. Dunigan asked for a motion to approve the application for the underground electric service at 53 Depot Rd. **Weinstein made a motion to approve the underground electric service to 53 Depot Rd Truro. Wisotzky seconded the motion. So voted unanimously 4-0.**

Discussion of streamlining BOS meeting packets, cost estimate

Mr. Peterson stated that many towns are digitizing their packets. Mr. Peterson explained that he and Mr. Wennerberg were thinking of a Chrome book which would be used to simply read the Board of Selectmen packets. Mr. Wennerberg added that the Chrome book that he had in mind has a 14 inch screen and can connect with the internet. He explained the different ways that the packet can be added to the Chrome book and the cost difference in comparison to other tablets. Mr. Peterson suggested that the Chrome book would stay at Town Hall and a PDF file of the packet would either be received through email or directly from the website. He added that there are funds available to pay for the tablets. Wisotzky commented that he would like to have the tablet with him because it would allow for times when he can read up on packet material prior to a meeting.

Mr. Wennerberg explained that he would have to download a Google App that would allow the Board of Selectmen to edit the PDF files on the Chrome book. Worthington agreed that she would also like to take the tablet home. There was a brief discussion as to what abilities the Board of Selectmen would like to have available on the device. Mr. Peterson suggested Microsoft Surface as an option. Wisotzky added that he would like to write comments on meeting documents. Mr. Wennerberg reminded the Board of licensing fees if word processing is desired on each device. Mr. Peterson suggested that they purchase one device to see if it is something that does what they would like.

Mr. Peterson explained that Eastham uses iPads but there are many other types of tablets. Weinstein stated that he agrees with his colleagues but cautions that they not limit themselves as to device capability. There was a brief discussion as to what types of tablets to purchase. Wisotzky felt that it should meet current and future needs of the Board of Selectmen. He also mentioned that he would like all government information removed from his personal computer. Mr. Wennerberg stated that the Chrome book wouldn't work based on what the Board of Selectmen would like to do. Mr. Peterson stated that they will look for something in between a Chrome book and a laptop. Dunigan asked about Brewster and Eastham's devices. Weinstein thought money would be best spent on a product that had broader utility than Chrome book.

Refer Zoning By-law Amendments for Public hearing

Ms. Greenhalgh stated that on behalf of the Planning Board she requested that the Board of Selectmen vote to refer the proposed Zoning amendments⁹ having to do with Definitions and the Use Table back to the Planning Board for the Public Hearing process. **Wisotzky moved to refer the Zoning amendment definitions and the Use Table back to the Planning Board for Public hearing. Weinstein seconded the motion. So voted unanimously 4-0.**

Review DOER Technical Assistance grant contract with Weston and Sampson for analysis and interconnection application for PV installation at Landfill, authorize the Vice-Chair to sign

Mr. Peterson stated that he had a meeting last week with Sally Brotman and Peter Fontecchio members of the Energy Committee. Truro already has secured a \$12,500.00 grant to explore the photovoltaic installation at the Transfer Station. There needs to be a contract signed by the end of the month. It was discovered that there is an engineer at Weston and Sampson¹⁰, the company that is working on the closure and capping of the Transfer Station. Mr. Peterson stated that on the 2nd page of the Weston and Sampson contract there is a task description of what they would do with the \$12,500.00. Weston and Sampson engineers will work on an interconnection agreement with NSTAR. Mr. Peterson explained if these monies are used to get the interconnection agreement approved by NSTAR they'll be in a better position to look for a developer. Dunigan asked for a motion to approve the contract and authorize the Vice-Chair to sign. **Weinstein made a motion to approve the Weston and Sampson Engineering**

firm for analysis and interconnection application for the Photovoltaic installation at the Landfill and authorize the Vice-Chair to sign. Wisotzky seconded the motion. So voted unanimously 4-0.

Review change order for Public Safety Lighting Protection, authorize Vice-Chair to sign

Mr. Peterson explained that there will be a ring put in the ground around the perimeter of the public safety building. The ring contains a liquid that will absorb the electricity should there be a lightning strike. The manufacturer will come from California to inspect the installation so that it is done properly and in accordance with the plans. \$230K is approved for the project and with the additional expense of the Change Order¹¹ \$6,325.00 they are still under budget. **Wisotzky moved to approve the Change Order #1 for Public Safety Lightning Protection project and authorize the Vice-Chair to sign. Weinstein seconded the motion. So voted unanimously 4-0.**

ATM Warrant Preview

Mr. Peterson spoke of the starting FY14 Free Cash amount and the remaining amount of \$452K. He cited each expense as listed in the Warrant Summary¹². He added that within the Operating Capital Budget the Fire and Rescue Department is requesting a Tank truck replacement. Mr. Peterson noted that the remaining items have been requested by both the DPW department and Public Building Maintenance (IT Department and the Library). He further explained the items requested by the Golf Course, School, Recreation department and Truro's Emergency Shelter.

Mr. Peterson added that the School Operating Budget is up by 11% over the previous year. He explained the request for 2 new Police officers, 4 new Firefighter/EMT's; the consolidation of the Harbormaster and Shellfish Constable and the Library reorganization (personnel). He spoke briefly on the project for the East harbor culvert replacement and mentioned the proposal for the property at Edgewood Farm. The land would be owned in collaboration with the Truro Conservation Trust and would be purchased through a Land grant. He added that there is also a proposal to complete the granite post and pipe fencing around Old North Cemetery and connect all Town buildings with fiber optics through Open Cape.

The Warrant will also contain recommendations from the Charter Review Committee. Ms. Greenhalgh stated that there is Zoning Bylaw amendments to be added to the Warrant regarding the Use Table, and the Sign Code. There is a new definition for Heavy Industry, Light Industry, Retail Business Service, Retail Sales and Whole Sale Business and these will be added to the Use Table. New definitions for FEMA flood plains, which have to be adopted and a rewrite of the Residential Site Plan Review. Mr. Peterson stated that there is a change in regard to Longevity which will allow employees to have their benefits prorated to December of each year. He also proposed a 3% increase to non-union personnel. Mr. Peterson explained that during the meetings in March, votes will be made to recommend the Articles for Town Meeting.

Continue Budget and CIP Discussion

Trudi Brazil, Town Accountant explained that the Budget before the Board of Selectmen contains the \$60K increase to line item 010153 (Reserve for Administrative staffing) for changes relative to Collective Bargaining. She continued that the increases may be dispersed to the departments so the voters will know what the budgets will entail in greater detail. The total budget is at \$17, 383,865.00 for FY15¹³. The pre-school program is adjusted at \$213K. Cape Cod Regional Tech figure is adjusted with a reduction of \$32K. Ms. Brazil stated that the Budget represents a 3% increase for FY15 versus FY14, with some items being placed in Debt Exclusion. There is no borrowing on these items, so there

will be a 1 year increase to the Levy Capacity to incorporate that spending and the Levy Capacity will drop down the following year if approved.

Ms. Brazil added that the Budget is \$337,000.00 over the amount necessary to present a balanced budget. There is an unallocated balance of certified Free Cash of \$450,000. It is up to the Board of Selectmen to decide how to meet this deficit. She explained that she does not recommend using Free Cash in its entirety. The increases to the school budget are not just limited to the Truro Central School system. She noted that the increases are in part due to Special Education spending, the need to replace 6 retiring positions (held by 4 people), and Capital Improvement for \$95K for air conditioning in the school. All other budgets make up less than 1% of the increase to the budget. She added that it is uncertain from year to year if the Special Education increase will continue, creating uncertainty for increasing the Levy Capacity. She stated that at this point she does not recommend a \$400K increase simply for education spending since it can't definitively be determined that it will be permanent. Ms. Brazil added that there are negotiations with the Nauset District that may result in some reductions to the tuition, until then she cannot make any recommendations. Worthington asked that Ms. Brazil explain the replacement of 6 positions for 4 people.

Lori Meads, member of the Finance Committee, participated in the Budget Task Force meetings. She stated that they were pleased with the Department heads and what they each presented. She felt that it was a year of transition between the unknowns with the School, Police and Fire departments. Ms. Brazil stated that she doesn't anticipate Financial Articles other than what was presented by the Town Administrator earlier.

Continue Discussion of proposed Charter Revision

The discussion of the proposed Charter revision is postponed until February 25th.

Discussion of Town Administrator search process, Search Committee

Dunigan stated that there are some materials before them that were used previously to assist with searching for a Town Administrator, such as a Charge for a Search Committee, and a survey for Department heads. Wisotzky felt that they need to determine how many members would be on a Search Committee and which representatives should also serve. He added that there were in the past, representatives from the TNRTA and the Finance Committee. He noted that he felt that it would be important to have a staff member on the Committee. Worthington added that there was reluctance for staff to participate. Ms. Brazil commented that there was input solicited from staff but no direct representation. Ms. Greenhalgh added that all Department heads were interviewed. The proposals for a Search Consultant are due March 10th. Dunigan felt that it was best to have the Chairman at the meeting to discuss the Charge.

Discussion of legal services and user survey

Wisotzky commented that he had spoken with Weinstein and Mr. Peterson about the survey¹⁴. He added that the Health Agent, Town Administrator, Assistant Town Administrator and Building Commissioner would all complete the survey. The Committee Chairs that would complete the survey would be from the Zoning Board of Appeals, Conservation Commission, Planning Board, Board of Health and members of the Board of Selectmen. The results would be confidential and compiled by Wisotzky. Weinstein corrected on the second page to read, "Town Counsel is accessible when I need him or her". Wisotzky asked when they wish to have the survey completed. Dunigan responded that if this is approved tonight then it can be done immediately. **Dunigan asked for a motion to approve the**

evaluation form for Town Counsel with the one change. Wisotzky so moved. Weinstein seconded the motion. So voted unanimously 4-0.

Selectmen Reports and Liaison Reports

Weinstein- Nothing to report.

Wisotzky-Spoke of the Planning Board Public Hearings that he has attended and commented on the work that has gone into the proposed amendments. He encouraged people to see Ms. Greenhalgh if they have questions.

Worthington- Spoke of the update from the Department of Marine Fisheries, and thinks that these decisions will work well for the Shellfish Committee. She also noted that the Economic Development Committee needs membership.

Dunigan- Nothing to report.

Coburn-Absent

Next Meeting Agenda: February 25th, 2014

Update from Chief Brian Davis, Continue discussion on TA Search Committee Charge, possible Room Tax at Town Meeting, Chief Takakjian staffing proposal, continue discussion of Charter Review recommendations, Articles for the Warrant, continue discussion of legal services, approval of temporary population estimate for the ABCC, discussion of fee waivers and fee waiver policy, and Salty Market proposal to approve Common Victualer conditionally; Executive Session for collective bargaining and lease of real estate.

Town Administrator's Report

Mr. Peterson explained that Rich Stevens will continue to work as the interim Building Commissioner through March. He added that he hopes that he will offer the position to someone March 1st having them start April 1st. There will be a joint meeting February 25th with the Provincetown Board of Selectmen. Three topics were sent to Department heads to think about ahead of time for the meeting. CPR training and AED (Automated External Defibrillator) training on March 27th for Town Hall staff.

At 6:38 pm, Dunigan moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, section 21(a) number 6, to discuss the lease or real estate, whereas discussion of these matters in open session would have a detrimental effect on the negotiating position of the Town, and not to reconvene in open session. Roll Call Vote: Robert Weinstein, aye; Paul Wisotzky, aye; Breon Dunigan, aye; Jan Worthington, aye. So voted unanimously 4-0.

Respectfully submitted, Nicole Tudor, Board of Selectmen Secretary

Absent

Jay Coburn, Chairman

Breon N. Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky

Board of Selectmen Town of Truro

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- ¹ Board of Selectmen meeting minutes of January 14, 2014
 - ² Board of Selectmen meeting minutes of January 28, 2014
 - ³ Board of Selectmen meeting minutes January 14th, 2014 Executive Session
 - ⁴ Board of Selectmen meeting minutes January 28th, 2014 Executive Session
 - ⁵ Application to serve-Parker Small Charter Review Committee
 - ⁶ Treasurer-Vote of Temp. Debt Issue 2/11/2014;Municipal Note Sale Information; Certificate of Town Clerk;CC5 Certificate & Designation; Town of Truro Material Events Disclosure
 - ⁷ Barnstable County IT Department contract with the Town of Truro for IT Services
 - ⁸ NSTAR pole hearing packet and abutters information, site plan for electrical pole at 53 Depot Rd
 - ⁹ Proposed Zoning amendments for Planning Board hearing February 18th
 - ¹⁰ DOER Technical Assistance grant contract with Weston and Sampson for analysis and interconnection application for PV installation at Landfill
 - ¹¹ Lyncole Change Order for Lightning Protection at Public Safety Facility
 - ¹² Annual Town Meeting 2014 –Warrant Summary-Town Administrator Peterson
 - ¹³ FY15 Budget to date-Trudi Brazil Town Accountant
 - ¹⁴ Town Counsel Survey-Paul Wisotzky